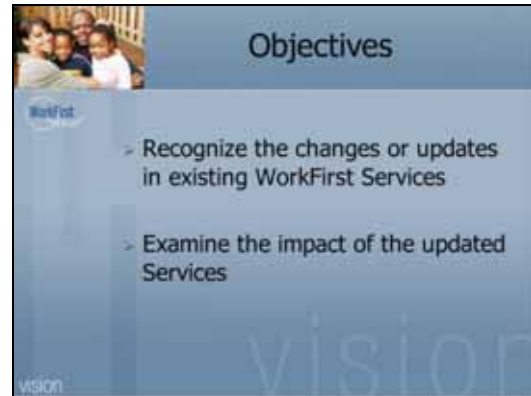




### WorkFirst Forward

Slide notes: Welcome to the WorkFirst Forward review of Existing Services changes and updates for all partners. This presentation will be covering the WorkFirst Employment Services and Education and Training policy changes. Also included are updates and reminders regarding existing policies. Be sure to download the WorkFirst Changes to Existing Services reference chart before continuing with this presentation. Handout: Reference Chart The chart is a download on the web site and the instruction to do that is there.



### Objectives

Slide notes: We will review the changes or updates to existing WorkFirst policies. Changes to some services will impact the way we can stack activities to best meet the parent's needs and participation requirements. The goal of the changes to existing services is to maximize participation and enable Washington WorkFirst to meet federal requirements. Complete details of these changes are in the WFHB sections referenced throughout the presentation.



### Employment Service

Slide notes: Many parents are referred to ESD for Employment Services after the Comprehensive Evaluation or Continuous Activity Planning [CAP] meeting is completed. Employment Services consist of: Job Preparation Activities, Job Search, Work Experience opportunities and On-the Job Training. Job Preparation is the first part of Job Search and consists of activities that provide skills needed to be successful in getting the best job possible. Activities can include but are not limited to resume preparation, training on interviewing, application preparation and life skills training. Job Search focuses on actual employer contacts. Work Experience is an unpaid part-time training assignment for up to 6 weeks, that offers an opportunity for parents to practice or expand their work skills in a supportive and flexible work environment. On-the Job Training is a full-time subsidized employment activity. It is skills training



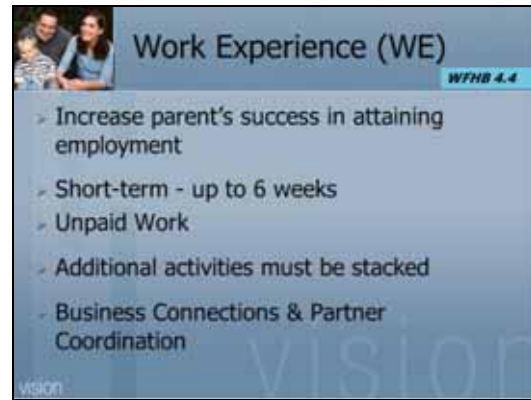
### Employment Services2

Slide notes: Let's compare how Employment Services are currently structured and what will happen effective March 1st. Currently, parents are referred to ESD for Employment Services – job preparation and job search - for 12 continuous weeks. Now full time Job Search is 35 hours per week. These services will be delivered in three 4-week sessions. When a parent would benefit from a short term WEX or an OJT opportunity, these may be provided as part of Employment Services



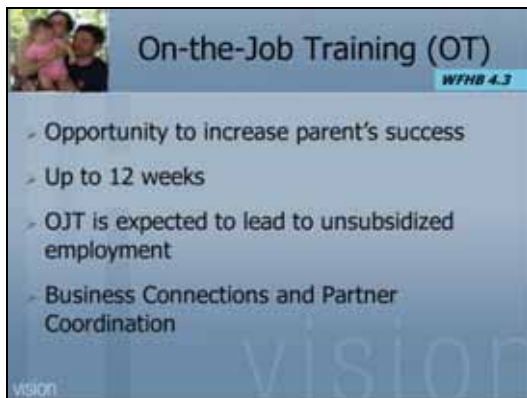
### Employment Services

Slide notes: Once parents have been referred to ESD for Employment Services, they must meet certain requirements and expectations. Parents are required to sign into CATS – the Customer Automated Tracking System – each day and complete required activities. Employment Security staff are available to help parents each day. Parents get a Weekly Activity Planner that lists the daily activities they need to complete. Parents also get a Weekly Activity/Job Search Log to record the activities they actually complete each day. Parents meet weekly with an ESD Employment Counselor to review their Weekly Activity/Job Search log against the Weekly Activity Planner to make sure they are fully participating and making progress towards obtaining employment. During the 4th week of each job search session the Employment Counselor completes an evaluation for continuous full time



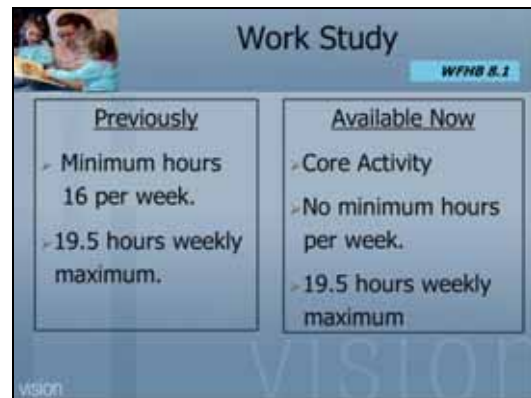
### Work Experience (WE)

Slide notes: If at anytime during job search it is determined that the parent could increase their opportunities for employment by gaining a skill or possibly a work reference, a short-term – up to 6 weeks - Work Experience opportunity will be considered. Work Experience is a core activity, but not usually a full-time activity. In that case, additional core or non-core activities must be stacked with WE to bring participation to full time – 32-40 hours per week. A reminder that FLSA rules apply to hours spent in unpaid work activities. Coordination with business connections and partners is taking place to ensure employers are not being overwhelmed with request for Work Experience opportunities.



### On-the-Job Training (OT)

Slide notes: On-the-Job Training is an opportunity for a parent to gain skills and at the same time obtain employment. An OJT can last up to 12 weeks with the expectation it will end in full time employment for the parent. OJT is a core activity. Again, business connections and partner coordination takes place prior to an OJT to ensure the employer community is not overwhelmed with requests. Next we will look at the changes to Education and Training activities.



### Work Study

Slide notes: Work Study is the first of the Education and Training categories on your chart. Work Study counts as paid employment and is a core activity. Previously, Work Study minimum requirements were 16 hours per week and the maximum hours were 19.5 hours per week. Now, parents who participate at the maximum level – 19.5 hours per week – are considered meeting their core requirement of 20 hours. Work Study of less than 19.5 hours per week must be stacked with other core activities to meet the 20 hour minimum for core activities. With no minimum hours required, colleges have much greater flexibility to stack work study with other student activities that may not be full time.

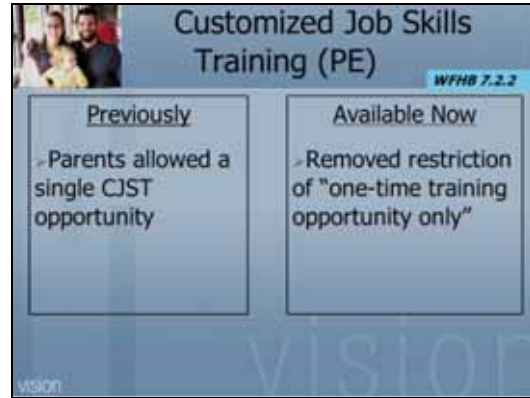


**Vocational Education** WFHB 7.2

- Includes:
  - Vocational Education (VE)
  - Customized Job Skills Training (PE)
  - Hi Wage, Hi Demand (HW)
  - I-Best (VE)

### Vocational Education

Slide notes: The WorkFirst Program has many different names for education and training programs. All of the activities listed on this slide are considered Vocational Education and have a 12 month time limit. Only one category of Vocational Education is changing – CJST. We will review those changes next.

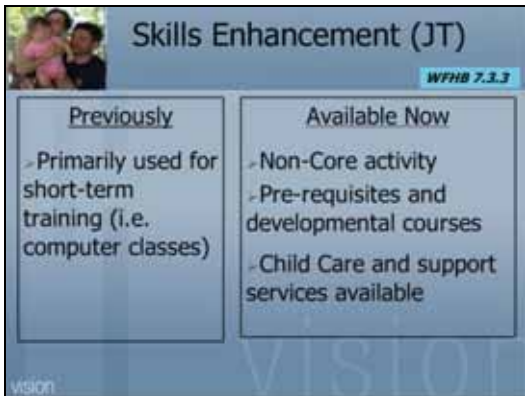


**Customized Job Skills Training (PE)** WFHB 7.2.2

Previously	Available Now
Parents allowed a single CJST opportunity	Removed restriction of "one-time training opportunity only"

### Customized Job Skills Training (PE)

Slide notes: CJST is Customized Job Skills Training. Let's review the change in CJST policy. Previously, parents were allowed a single CJST opportunity. Now CJST is part of the combined total of 12 months of Vocational Education. Parents may now take another CJST or classes in any of the training categories under Vocational Education.

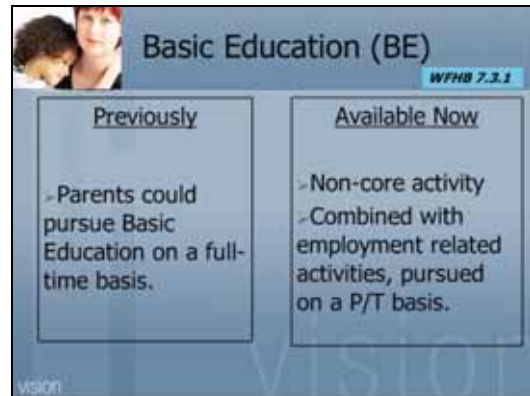


**Skills Enhancement (JT)** WFHB 7.3.3

Previously	Available Now
Primarily used for short-term training (i.e. computer classes)	<ul style="list-style-type: none"> <li>Non-Core activity</li> <li>Pre-requisites and developmental courses</li> <li>Child Care and support services available</li> </ul>

### Skills Enhancement (JT)

Slide notes: The next category is Skills Enhancement Training – job skills training in WAC 388-310-1050. Skills Enhancement Training is generally a short-term training that enhances a parent's employability by providing specific skills that are marketable to employers. Skills Enhancement will continue to be used for these short-term, specific courses. Now, Skills Enhancement can also include part-time vocational education courses or prerequisites or developmental courses. As a non-core activity, it must be stacked with core activities to maximize participation for parents who are meeting their core requirement. Child Care assistance and support services are available to the parent enrolled in Skills Enhancement Training.

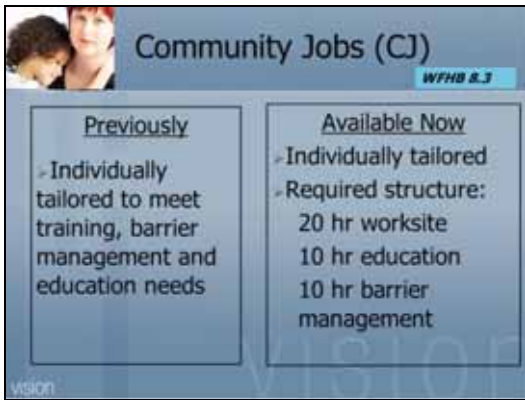


**Basic Education (BE)** WFHB 7.3.1

Previously	Available Now
Parents could pursue Basic Education on a full-time basis.	<ul style="list-style-type: none"> <li>Non-core activity</li> <li>Combined with employment related activities, pursued on a P/T basis.</li> </ul>

### Basic Education (BE)

Slide notes: The last category on the chart is Basic Education. Previously, when certain criteria was met, parents could pursue Basic Education on a full-time basis with no work requirement. Now, Basic Education is a non-core activity and as a result it must be combined – or stacked - with core employment related activities. Now, Basic Education is available as a part time activity only for adults over age 19 who do not have a HS diploma or GED.



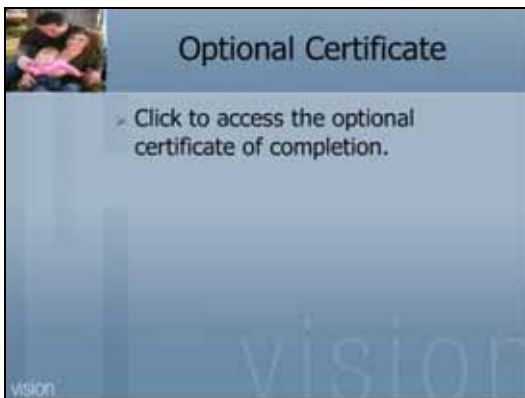
Community Jobs (CJ)

Slide notes: DSHS staff code the Community Jobs and education component separately once they are identified. All activities continue to be documented and updated in the Individual Development Plan or IDP.



Slide 14

Slide notes: WorkFirst Forward is about partners continuing to work together to hold parents accountable, maximize participation, and prepare parents to go to work and become self-sufficient. Our goal continues to be striking a balance between providing programs and services needed to help families succeed and children thrive, while meeting federal participation requirements. Child safety and well-being must always be a key concern. For more information about WorkFirst Forward and the changes that are coming, visit the WorkFirst Web site at [www.workfirst.wa.gov](http://www.workfirst.wa.gov)



Optional Certificate

Slide notes: Thank you for your attention to this training session. A certificate of completion is available by clicking on the box on your screen and then printing.